

CAP-6-01 Payment requests sent directly to Accounts Payable

CAP-6-01.01 Introduction

The following policy establishes expenditure categories that do not require processing through the Department of Purchasing. Invoices for these expenditures may be sent directly to Accounts Payable for processing, assuming all University expenditure policies have been followed.

Transactions that have no externally generated, pre-numbered invoice, should be submitted on the Direct Payment Form unless another form is indicated below.

CAP-6-01.02 Approved items

The following is a list of approved items to be sent directly to Accounts Payable:

1. **Travel and Hospitality** reimbursements to employees, students or other approved individuals. These expenditures should be submitted on the Travel Expense Report following the Travel Expense Policies and Procedures.
2. **Business meal** reimbursements not associated with out-of-town travel. These expenditures should be submitted on the Travel Expense Report following the Business-related Expenses Policy.
3. **Honorariums** to non-University personnel. This should be submitted on the Honorarium and Expense Reimbursement form following the Honorarium procedures.
4. **Refunds and Stipends**
 - a. Payments for scholarships, awards, and intern stipends or housing.
 - b. Refunds for items such as returned modem and keys, UA parking permits, Recreation Center memberships, etc.
5. **Royalty Payments**
6. **H1 Visa Applications**
7. **Prepayments or reimbursements** for minor business related expenses:
 - a. Memberships.
 - b. Dues.
 - c. Subscriptions for professional books or magazines.
 - d. Prepaid conference registrations and related prepaid hotel expenses.
8. **Payments** to The University of Akron Foundation or The University of Akron Research Foundation.
9. **Legal Services** including outside legal counsel, legal settlements, and land purchases.
10. **Petty cash** reimbursements or cash advance program.
11. **Reservations** for local hotels (Radisson) and car rentals (Enterprise).
12. **Selected student activity expenditures** (990xxx and 996xxx speedtypes) which have been approved for payment by Student Affairs. This would not include items which involve some risk to The University such as performance contracts, student trips, or other items that should be negotiated by Purchasing.

CAP-6-01.02 **Approved items (continued)**

13. **Check requests** initiated internally by Associate Vice President/Controller departments including:

- a. Student refunds.
- b. Financial aid reimbursements.
- c. University loans accounts.
- d. Medical and dental insurance premiums and payments (Benefits Administration may also initiate this request).
- e. Unemployment insurance and workers' compensation payments.
- f. Payroll withholding payments.
- g. Bulk mail postage.
- h. Real estate taxes.
- i. Research and sponsored program payments for subcontractors on a grant.

14. **Other Purchasing-approved direct payments** for defined expenditures by the departments (indicated in bold below):

- a. **Dining Services** - food service invoicing for expendable items such as food or catering event liquor purchases.
- b. **University Libraries** - invoicing for books and subscriptions.
- c. **Zip Card Office** - sales and commission payments to on-campus and off-campus merchants.
- d. **Athletics Department** - payments for game officials, medical care, and payments to physicians.
- e. **E.J. Thomas Performing Arts Hall** - expenditures for performers/booking agents, stagehands, and payments to Ticketmaster.
- f. **Physical Facilities** - payments for utilities.

CAP-6-01.03 **Justification for direct payments**

The Department of Purchasing will work with departments to determine if they have a valid justification to send their items directly to Accounts Payable for payment. Once an item has been approved, Accounts Payable will be notified and the item will be added to this list.